

ATTACHMENT 22: GLOSSARY OF TERMS

Definitions, Acronyms, and Abbreviations

TERM/ACRONYM	DEFINITION
Agency/State entity	Includes every state office, officer, department, division, bureau, board, and commission, including Constitutional Officers. "State entity" does not include the University of California, California State University, the State Compensation Insurance Fund, the Legislature, or the Legislative Data Center in the Legislative Counsel Bureau.
Bidder	1. A supplier who submits, or has identified their intention to submit, a bid to the State in response to a solicitation. 2. An individual, sole proprietorship, firm, partnership, corporation, or any other business venture that responds to a solicitation.
Business Requirements	Higher-level statement of the goals, objectives, or needs of the Agency/state entity. Business requirements describe the reasons why a project has been initiated, the objective that the project will achieve, and the metrics that will be used to measure its success. Business requirements describe the needs of the Agency/state entity as a whole, not the groups or stakeholders within it.
Commercial Off-The-Shelf (COTS) Software	A computer hardware or software product that is ready-made for specific uses and available for sale to the general public. COTS products are designed to be installed without requiring custom development. For example, Microsoft Office is a COTS product that is a packaged software solution for businesses and individuals. The set of rules for COTS is defined by the Federal Acquisition Regulation (FAR).
Custom Solution	Typically, computer software developed for a specific customer to accommodate the customer's particular requirements, preferences, and expectations.
Final Proposal	A final offer made in response to a request to perform a contract for work/

	labor or to supply goods at a specified price. Also known as a Final Bid.
Functional Requirements	Functional requirements represent the business objectives, needs and outcomes of all stakeholders. They should be organized and presented in context of and with a baseline business process/workflow that they describe. They provide a description of what an enabling solution should provide and specifies essential details of a solution for stakeholders as a means to express and manage expectations. They describe actions and operations that the solution must be able to perform. They can describe services, reactions, and behaviors of the solution. They also describe information the solution will manage. The requirements should be expressed in business terms and should not include any technical references. The requirement should identify “what” is required to meet the business objective, not “how” the requirement will be implemented.
Immaterial Deviation	A deviation can be accepted by the State when it is determined to be of such a minor concern that it carries little or no importance, and by accepting it, it doesn’t provide the bidder with any material advantage over other bidders. Example: A bidder referenced the wrong page in their supporting technical literature. The bidder directed the evaluator to page 4 and the correct page should have been page 5.
Material Deviation	A deviation in the bid response that cannot be accepted by the State because it is not in substantial accord with the solicitation requirements, provides an advantage to one bidder over other bidders, or has a potentially significant effect on the delivery, quantity, or quality of items bid, amount paid to the Contractor, or on the cost to the State. Material deviations cannot be waived. Example: The solicitation required a system that would serve 500 users and the bidder only offered a system that would serve 250 users.
Modified Off-The-Shelf (MOTS) Software	Typically, a COTS product with source code made available to the purchaser to allow for modifications. The product may be customized by the purchaser, by a vendor, or by another party to meet the requirements of the customer. Since MOTS product specifications are written by external

	sources, purchasers may not have control of future changes to the product.
Non-Functional Requirements	Non-functional requirements provide criteria to evaluate the operation of an enabling solution and primarily represent qualities of (expectations and characteristics) and constraints on (e.g., governmental regulations) the solution. They capture conditions that do not directly relate to the behavior or functionality of the solution, but rather describe environmental conditions of an effective solution or productive qualities of the solution. Mid-level non-functional requirements also define quality of service requirements, such as those relating to required capacity, speed, security, privacy, availability, response time, throughput, usability, and the information architecture and presentation of the user interfaces.
Responsive Bidder	A bidder whose solicitation response is compliant with the solicitation requirements and indicates performance without material deviation from the terms and conditions of the proposed contract.
Responsible Bidder	A bidder who is fully capable of performing the contract. Considerations include a supplier deemed to satisfactorily demonstrate some or all of the following, pertinent to the specific transaction: 1. Adequate financial resources or the ability to obtain the resources required to perform the contract; 2. An adequate cost accounting system; 3. The capability to comply with the required or proposed delivery or performance schedule considering all existing commitments; 4. A satisfactory record of performance; 5. A satisfactory record of integrity; 6. Qualified and eligible to receive an award under all applicable laws and regulations; and/or 7. Necessary organization, experience, operational controls and technical skills (or the ability to obtain them).
Statement of Work (SOW)	A written description of work to be performed under a contract to satisfy the State's needs. It can include what is to be done, when, where, and how plus define the roles and responsibilities of the State and the contractor. Sometimes referred to as scope of work.

Solution Requirements	Describes the characteristics of a solution that will meet the business requirements. Solution requirements describe specific characteristics of the solution both in terms of functionality and quality of service. Solution requirements are sub-classified into functional requirements, non-functional requirements and project/transitional requirements.
Cannabis Testing Laboratory Office Definitions	
CAP	College of American Pathologists
CLIA	Clinical Laboratory Improvement Amendments
Correlation	Refers to system-configured logic that checks the consistency or logical relationship between multiple fields during data entry or result review. For example: If “Total THC” is reported as greater than 30%, but the “Moisture Content” is missing, the system can prompt a check or prevent result finalization until resolved.
Dual Entry	Refers to a data integrity safeguard where critical data fields—such as sample IDs, COA results, or instrument readings—are entered twice by two different users (or by the same user at two separate stages), and the system automatically compares both entries for consistency.
HL7	Health Level Seven, a set of international standards for transferring clinical and administrative data.
ISO	International Organization for Standardization
NCCLS	National Committee for Clinical Laboratory Standards (now CLSI: Clinical & Laboratory Standards Institute).
NELAC	National Environmental Laboratory Accreditation Conference.
NGS	Next-Generation Sequencing.
Patient	Referenced in some functional requirements and is not intended to refer to clinical diagnostic testing involving human patients. Reference is to cannabis samples and the solution will be used exclusively for cannabis compliance and quality testing, including analysis for microbial contamination, potency, residual solvents, heavy metals, pesticides, and similar parameters in cannabis and cannabis-derived products.

QC/QA	Quality Control/Quality Assurance.
SOP	Standard Operating Procedure
STEC	Shiga toxin-producing Escherichia coli.
Test Impression	Refers to a high-level interpretation or overall assessment based on multiple detailed analytical test results for a given sample.
Method/Instruments	Cannabinoids/HPLC, LCMS Moisture Content/Moisture Analyzer Water Activity/Water Activity meter pH/pH meter Psilocybin/Psilocin/LCMSMS Foreign Material/Visual Inspection, Microscope Microbial Impurities- Aspergillus, Salmonella, Shiga Toxin Producing Escherichia coli (STEC)/PCR based Heavy metals/ICP-MS Pesticides/LCMSMS, GCMSMS Residual Solvents/GCMS Mycotoxins/LCMS Terpenoids/LCMS, GCMS Vitamin E and Vitamin E Acetate/LCMS, GCMS